

Award of Contract SBP-RO-16-038 for Janitorial Services

June 21, 2016

The Honorable Mayor Ellison and
Members of the City Commission:

Bids were received and opened at 2:00p.m. local time on June 1, 2016 at the Royal Oak City Hall for the above subject work. The bid evaluation and award recommendation for janitorial services at several city buildings as shown on Table I. The general description of work covered under this janitorial services contract is as follows:

The contract requires general daily and weekly work including sweeping, mopping or vacuuming hard surface and carpeted floors and stairs; cleaning and replacing paper products in bathrooms, kitchens, locker and break rooms; dusting and polishing; trash removal, as well as other various cleaning duties. Intermittent work required by the contract includes stripping, buffing and waxing floors; cleaning up human and blood born waste. The contract also allows for performing extra work such as carpet cleaning if requested.

As part of this contract award, engineering performed a review of existing contracted janitorial operations in comparison to a potentially in-house run custodian operation. A summary of assumptions and costs are included in Table II. Based on this cursory analysis, contracting janitorial services is decidedly more cost effective than hiring part time workers or full time custodians to perform this work.

The low bid was received from Du-All Cleaning Inc., of Shelby Township, Michigan (Attachment 1). References for Du-All Cleaning Inc. have been checked and all parties contacted have stated this company does satisfactory work. The funding source for this contract comes from various building budgets for building maintenance.

If the commission is in agreement, the following resolution is recommended for approval:

Be it resolved, the city commission hereby approves that Du-All Cleaning Inc., of Shelby Township, Michigan be awarded the Janitorial Services Contract SBP-RO-16-038 for the bid prices submitted as shown in the attached form of proposal and directs staff to issue purchase order(s) in the amount of the bid prices.

Respectfully submitted,
Matthew J. Callahan, P.E.
City Engineer

Jeff McCormick
Purchasing Agent

Approved,



Donald E. Johnson
City Manager

1 Attachment

<p style="text-align: center;">Table I Annual Prices for Basic Services Award of Contract – Janitorial Services Contract SBP-RO-16-038</p>						
	Vendor					
	Du All Cleaning	Wee-Bee Cleaning	American Cleaning Company, LLC	Kleen-Tech	Giant Janitorial	CSM Services
Building						
City Hall	\$16,800	\$26,491.44	\$22,200	\$32,941	\$33,144	\$36,518.75
Police Department (including gun range)	\$19,620	\$27,126.36	\$24,600	\$36,579	\$33,600	\$44,225
Senior Center	\$19,200	\$13,439.52	\$22,200	\$30,581	\$27,264	\$20,238.75
Department of Public Services	\$5,760	\$4,573.68	\$7,800	\$6,361	\$16,560	\$6,887
44th District Court	*\$26,100	\$21,789	\$19,800	\$29,752	\$26,784	\$32,812
Annual Price with Materials	\$87,480	\$93,420	\$96,600	\$136,214	\$137,352	\$140,681.50

Other bidders (total annual price with materials):

U.S. Metro Group \$171,304.00
GDI \$255,917.00
AmeriClean \$316,770.72

*After touring the court building, a review of the carpet to tile ratio was reviewed and power washing of prisoner cells was added to the required duties, increasing the annual price for the court by \$9600 above the submitted price on the form of proposal.

Table II						
Custodial Services Analysis						
			Labor and costs for city proposal			
City Building	Days/ week	Current required hours/day	Part Time Staff required	Part Time Annual Cost	Full Time Staff required	Full Time Annual Cost
City Hall	5	2 person @ 3.5 hours = 7 hours	2 person @ 4 hours	\$27,000	1 person @ 8 hours	\$60,000 (A)
Police Building	5	7 hours	2 person	\$27,000	1 person	\$60,000
Court Building	5	7 hours	2 person	\$27,000	1 person	\$60,000
DPS	5	7 hours	2 person	\$27,000	1 person	\$60,000
Senior Center	*7	7 hours	2 person	\$32,000	1 person	\$72,000
					1 Part time person (840 hours)	\$11,340 (B)
Total			10	\$140,000	5	\$323,340

Currently:

- Contracted janitorial work includes all cleaning materials and tools/equipment.

Assumptions for city proposals:

- Full time custodian hourly rate: \$18.50/hour.
- Full time custodian annual salary: \$38,480; \$46,176 for Sr. Center.
- Full time salary plus benefits: \$60,000 (per finance) (A).
- Custodian positions are typically in the SCIU bargaining group.
- For full time employee option: a part time person would be required to perform custodial services for various buildings when full time employees use vacation, personal business and sick days.
- Full time 8 hour shifts include two 15 minute breaks.
- The senior center operates and requires cleaning every day they are open.
- Part time custodian salary: between \$12 to \$15/hour - average \$13.50/hour (B).
- Part time hours limited to 1400 hours annually.

Other requirements

- Extra work (waxing and buffing) varies per building and is not included for this analysis
- Providing material supplies and equipment – the city should budget \$4000 for year one; and \$2000/year afterwards for both the part time and full time options. Materials include various soaps, disinfectant and cleaners, mop heads, trash bags, cleaning towels etc. Equipment includes trash cans, mops and mop buckets, vacuum cleaners, buffing machines.



Finance Department
 211 S Williams Street
 Royal Oak, MI 48067
 248.246.3030

**CITY OF ROYAL OAK, MICHIGAN
 REQUEST FOR PROPOSAL
 Janitorial Services
 RFP-SBP-RO-16-038**

Proposal Form

The undersigned, as bidder, declares that, having carefully examined the site of the proposed work and informed them self fully in regard to the conditions to be met in the performance of the work and having read and examined the Scope of Work, Detailed Specifications, and Proposal From pertaining to this work.

ITEM NO.	ITEM DESCRIPTION PART I - BASIC SERVICES	\$ SEMI-MONTHLY PRICE	\$ ANNUAL PRICE
1.	City Hall	1400.00	16800.00
2.	Police Department (Including Gun Range)	1635.00	19620.00
3.	Senior Center	1600.00	19200.00
4.	Department of Public Services	480.00	5760.00
5.	44 th District Court House	1375.00	16500.00
		Total Monthly Price 6490.00	77880.00 ANNUALLY

ITEM NO.	ITEM DESCRIPTION PART III - STRIP HARD SURFACE FLOORS AND COAT WITH FLOOR POLISH PER SPECS	\$ AMOUNT PER OCCURENCE
1.	City Hall	2800.00

Attachment 1

2.	Police Department (Including Gun Range)	2800. ⁰⁰
3.	Senior Center	1300. ⁰⁰
4.	Department of Public Services	600. ⁰⁰
5.	44 th District Court House	600. ⁰⁰

ITEM NO.	ITEM DESCRIPTION PART IV – CLEANER/ LABORER	\$ AMOUNT PER HOUR
1.	City Hall	17.50 /Per Hour
2.	Police Department (Including Gun Range)	17.50 /Per Hour
3.	Senior Center	17.50 /Per Hour
4.	Department of Public Services	17.50 /Per Hour
5.	44 th District Court House	17.50 /Per Hour

ITEM NO.	ITEM DESCRIPTION PART V – SUPERVISOR/ LABORER	\$ AMOUNT PER HOUR
1.	City Hall	21.50 /Per Hour
2.	Police Department (Including Gun Range)	21.50 /Per Hour
3.	Senior Center	21.50 /Per Hour

Attachment 1

4.	Department of Public Services	21.50 /Per Hour
5.	44 th District Court House	21.50 /Per Hour

ITEM NO.	ITEM DESCRIPTION PART VI – ADDITIONAL WALL WASHING (LABOR EQUIPMENT AND MATERIALS)	\$ AMOUNT PER SQUARE FOOT
1.	City Hall	0.05 /Sq.ft.
2.	Police Department (Including Gun Range)	0.05 /Sq.ft.
3.	Senior Center	0.05 /Sq.ft.
4.	Department of Public Services	0.05 /Sq.ft.
5.	44 th District Court House	0.05 /Sq.ft.

ITEM NO.	ITEM DESCRIPTION PART VI – CARPET SHAMPOOING (LABOR EQUIPMENT AND MATERIALS)	\$ AMOUNT PER SQUARE FOOT
1.	City Hall	0.07 /Sq.ft.
2.	Police Department (Including Gun Range)	0.10 /Sq.ft.
3.	Senior Center	0.13 /Sq.ft.

Attachment 1

4.	Department of Public Services	0,13 /Sq. ft.
5.	44 th District Court House	0,07 /Sq. ft.

ITEM NO.	ITEM DESCRIPTION PART VII – BLOOD BOURNE PATHOGENS/BODILY FLUIDS CLEAN-UP SERVICES	\$ AMOUNT PER OCCURENCE
1.	Blood borne Pathogens/Bodily Fluids Clean-up Services on an as-needed basis	120. ⁰⁰ /Occurence.



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CITY OF ROYAL OAK, MICHIGAN
REQUEST FOR PROPOSAL
Janitorial Services
RFP-SBP-RO-16-038

Proposal Form

The undersigned agrees that, if the foregoing Proposal be accepted by the City of Royal Oak, he will, within ten (10) days (Sundays and legal holidays excepted) after receiving notice of such acceptance, provide all bonds and insurances, and enter into the attached form of Contract to do all the work specified at the prices named in the Proposal; and he further agrees that he will commence work immediately, and prosecute it faithfully to completion by June 30, 2019 or as extended in accordance with the extended option in the RFP.

In submitting this bid, it is understood by the undersigned that the right is reserved by the city to accept any bid, to reject any or all bids, and to waive any irregularities or informalities in bidding in the interest of the city.

Accompanying this Proposal is a (Bid Bond) (Certified Check) in the amount of 4th
thousand Dollars (\$5,000.00) not less than five percent (5%) of the total amount of the bid submitted.

If the undersigned shall fail to execute the Contract or furnish the bonds and insurances within the time limited, or fail to fulfill the agreements concerning the proposed work, it is agreed that the city may, at its option, determine that the undersigned has abandoned his interests in the proposed Contract and that the certified check or Bid Bond accompanying this Proposal may be retained by the city as liquidated damages and not as a penalty, but otherwise the certified check or Bid Bond shall be returned to the undersigned upon the execution of the Contract and acceptance of the bonds.

DATED AND SIGNED AT Mondovi Rakay
This 01 Day of June, 2016.

Name of Bidder Du-All Cleaning, Inc.

By Mondovi Rakay

Title President

Address 13334 W Star Dr.

Shelby Twp, MI 48315
Telephone (586) 580-3617

FORM OF PROPOSAL

The full names and residences of all persons interested in the foregoing bid as principals are as follows:

If a partnership, give names of:

If a corporation, give names of:

PARTNER

Mondi Rakia
PRESIDENT

PARTNER

SECRETARY

PARTNER

TREASURER

PARTNER

MANAGER

If a partnership, attach a copy of
County Issued Assumed Name
Certificate to this Proposal.

State in Which Incorporated:

Michigan

If a corporation, attach a copy of State
Issued Certificate of Good Standing to
this Proposal.